

Alaska Continuity of Services (Birth to Five)

Department of Health and Social Services – Program 49

I. PROGRAM OBJECTIVES

The overall goal of Alaska Continuity of Services (birth to five) Project is to identify and promote quality improvements that will address transition and continuity of service, as well as strengthen the early childhood service system infrastructure. This special project is a component of the Early Intervention Enhancement and Improvement Opportunity (EIEIO). EIEIO, a special time-limited financial support under Part C of the Individuals with Disabilities Education Act (IDEA) is designed to enhance Alaska's capacity to provide quality early intervention services to children ages 0 – 3 and to expand and improve existing [e]Early [i]ntervention / **Infant Learning Program (EI/ILP)** services.

Objectives are:

- Identify interagency teams in Alaska that are developing and/or implementing models of transition and service continuity for children birth to five years of age with disabilities;
- Promote quality models and or strategies that support interagency transition and service continuity for children birth to five years of age with disabilities; and
- Enhance available options for integrated services for children birth to five years of age with disabilities.

II. PROGRAM PROCEDURES

Federal Part C monies that are appropriated directly to the Department of Health and Social Services from the US Department of Education are used to fund these projects. These funds are awarded as grants to nonprofit corporations, school districts or regional education attendance areas that are also funded EI/ILP grantees.

In Alaska, until age three, children with developmental delays/disabilities receive services from regional Early Intervention / Infant Learning Programs (EI/ILPs). EI/ILPs provide family centered home visiting services including medical, developmental evaluations and individualized services for infants and toddlers, ages birth to three years of age, who experience a developmental disability/delay or who are at risk for such delays and their families. EI/ILP staff begin working on program transition with families 6 months prior to the child leaving EI/ILP services and frequently encounter obstacles and service inconsistencies with

receiving agencies. At age three, most children begin pre-school or Head Start and may become eligible for special education services through the Department of Education and Early Development (DEED). For children and their parents accustomed to home-based services (i.e. EI/ILP), this transition to a school/classroom program can be difficult. Without teamwork and effective planning among all community agencies involved, (EI/ILP, school districts, Head Start, pre-schools, child care, public health etc.) it is impossible to insure smooth continuous services for young special needs children.

In order to meet the need for a timely, seamless, integrated and family centered service system for children ages birth to five an opportunity for community based demonstration project is made available. Central to addressing this need is the desire to support communities and inter-agency groups building community systems of service. This is a complex process requiring commitment to the underlying principles of family centered, culturally competent, community-based, and coordinated service.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Grant funds may be used for staff salaries, travel, supplies, equipment, facility and administrative costs of the program necessary to provide services to Part C eligible children and/or enhance the infrastructure to do so.

Suggested Audit Procedures

- Review contract or final Notification of Grant Award (NGA) including all conditions;
- Review grant/contract revisions and related transmittal;
- Review licenses, certifications, approvals, status of private nonprofit corporation if applicable; and
- Review budget documents including final revised budget and budget narrative.

Compliance Requirements

Costs allowed or unallowed under this program are determined by 7 AAC 23, 7 AAC 78 and 34CFR303 as well as contract or budget documents and special conditions. Additionally, no more than 25% shall be taken for administrative cost associated with the program. Charges to clients must meet the guidelines of 7 AAC 80.

Suggested Audit Procedures

- Review Infant Learning Program (ILP) regulations 7 AAC 23 and statute AS 47.20;
- Review Department of Health and Social Services fee for service regulations 7 AAC 80;
- Review Department of Health and Social Services grant regulations 7 AAC 78, and budget documents;
- Review US Department of Education **Part C regulations 34CFR303;**
- [Part C regulations 34CFR303;]
- Test financial and related records to determine the appropriateness of cost per 7 AAC 78, and 7 AAC 23;
- Determine whether expenditures are within the budget limits prescribed by 7 AAC 78.260(e)(1) and 7 AAC 23; and
- Review administrative costs to determine compliance.

Compliance Requirements

The Infant Learning Program must operate twelve months a year, or year round. Fees for service are allowable as are Medicaid and third party reimbursement, which are considered grant income. Additionally, client records are to be kept confidential.

Suggested Audit Procedures

- Determine if the program operates year round;
- Review system of client records to ensure compliance with confidentiality; and
- Review 7 AAC 80

B. ELIGIBILITY

The auditor is not expected to perform test for client eligibility. The agency must be a nonprofit or political subdivision meeting the requirements of 7 AAC 78.030.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirements

Agency audited financial statements must present a statement of revenue and expenditures for each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedures

- Review audited financial statements to ensure proper presentation.

Compliance Requirement

The agency must submit quarterly activity and expenditure reports and statistics no later than thirty days after the close of each quarter or as specified in the grant/contract.

Suggested Audit Procedures

- Confirm if such reports are being filed timely;
- That reported revenues and expenditures agree with the agency's general ledger;
- That expenditures are within the budget limits or contract provisions; and
- Review financial statements for compliance with above.

Compliance Requirements

The agency must clearly show on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed cost. The Part C budget and expenditures must be accounted for in a separate column on the expenditure report.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the state; and
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures

- Obtain copy of program site review; and
- Determine if recommendations in the site review are being implemented.

Modified 5/02